Nicholson Business Services

NBS sets up and services the full charge bookkeeping/accounting and communication needs of small corporations, sole proprietors, and individual estates, and has been doing so since 1986. NBS has been licensed for business in San Francisco since 1995, a user of QuickBooks since 1999, Certified User version 2008, and exports to Excel for analysis, scenario, budgeting. We also offer Profitability, Liquidity, and Solvency ratios to support your advisors in decision making. We work with your CPA, Attorneys, bankers, and professionals to make sure your books and records are in compliance with GAAP standards. We are open to learning new software programs and can work on manual systems as well. And we just added skills to assess and/or design internal controls for effective and efficient operational information processing!

The focus of NBS is twofold: Accounting and Communications

Through Accounting we transform your raw data into reliable Financial Statements, Accounts Receivables/Payable Reports, and Historical General Ledger Activity Reports for Owners, Investors, Managers, CPA's, and Families. We educate you to understand the process, find ways that support your management of the process, and to access the usefulness of these reports. Proper use of these reports enable us to determine the bottom line for tax purposes, as well as track trends, prepare budgets, allocate funds to liabilities, direct investments, interact with CPA's, and other consultants confidently. The Financial Statements also provide a legal record for transference of assets in estate planning.

Financial Statements consist of a Balance Sheet of Assets, Liabilities, and Net Worth, and a Revenue Statement that tracks sources of Income, Direct Costs of Income, and Overhead Expenses.

Through Communications we design the framework from which you can see your equity at work, resolving any bureaucratic errors that may arise from time to time in a professional and efficient manner.

Whether you are a business that requires information to operate successfully, or a family that wants to keep all of your eggs in one basket, (sources of cash, uses of cash, budget) NBS provides you with the tools and the skills to get these needs met.

Please look over the following services and note those applicable to your needs:

Accounting

- Generate and complete applications and process requirements for Business Licenses, Bank Accounts, Payroll, IRS, EDD, Local Business Taxes, Sales Taxes, and Workman's Compensation for timely reporting.
- Develop and maintain chart of accounts as your business/estate grows.
- Translate raw data from checkbooks, charge accounts, investments, cash receipts and journal entry items into reliable and informative Financial Statements.
- Set up Employee Benefits, and run Payroll or process your payroll service data for employees and household help.
- Prepare Quarterly/Annual Payroll reports, including 1099's and W-2's.

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- Reconcile monthly Bank Statements, manage Accounts Receivables and Accounts Payables, print checks, reimbursement of cash receipts, post and reconcile credit card statements, set up accounts for draws and loans to and from the company/estate, when applicable.
- Determine Sales Tax obligations and prepare Sales Tax Reports.
- Project Analysis using Excel. Willing to learn new technology, software skills.
- Maintain communications with your CPA, CFO as needed.
- General monthly reports: Financials, AR/AP, GL, CF, Excel Spreadsheets.
- Generate third party contract billings, Sales Invoices, Statements, collections.
- Forensic Accounting, including Adjusting and Closing Journal Entries.
- Training on accounting processes, GAAP conformance, internal audits.

Communications

- Problem resolutions.
- Internet or Library Research and Scheduling.
- Professional communications with owners, principals, bankers, government agencies.
- Collections, credit management.
- Newsletter, Ads, Web casts (QT movies) DVD production.

Fees are reasonable at $50/hr, offered at a ½ day minimum. *Because of the economic slump, we are prepared to offer a 20% discount for start ups and for those in need of forensic rebuilding of their books to bring the last three years into compliance if needed.*

Set up days usually require a full day and at least one hour of your time for chart of accounts design. This process will help you focus on your sources of revenue, your direct costs, and your overhead costs. We also create the Balance Sheet accounts to house your assets, liabilities and net worth. We are aware that market rate for our time is $80 per hour, but we support small businesses, like ourselves.

All outside work is paid at the time of service so be sure that your budget and payment policies will allow it. An invoice for the amount paid will follow.

To prepare for accounting services, we provide a list of items you need to get started. As you look it over and gather the appropriate materials and data, please feel free to ask questions.

Thanks again for learning about Nicholson Business Services. I hope we can be of service in the future! We are a word of mouth business and are open to your referrals.

Best, Debra Nicholson
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